

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

November 6, 2008

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TITLE: Quality Improvement Specialist
POSITION NO: 14103
LOCATION: Disability Services Division, Helena
STATUS: Full-Time/Permanent
UNION: MPEA
PAY GRADE: Pay Plan 20, Pay Band 6
STARTING SALARY: \$34,338 - \$42,922 annually. Depending on qualifications and internal equity.
SUPPLEMENT: Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, November 21, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position serves as the state Developmental Disabilities Program (DDP) primary contact with contracted providers of habilitation and support service to children and adults with developmental disabilities; interprets and ensures the implementation of department rules/policies; maintains Medicaid waiver funding requirements and conducts ongoing program compliance reviews; advises contracted providers on client and service issues; secures information and provides training or other types of technical support; authorizes individuals to receive DDP-funded services; works closely with providers of case management to coordinate interactions with contracted providers, individuals receiving services and their families; and provides information and training to the public and other agencies about available DDP services.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

AN EQUAL OPPORTUNITY EMPLOYER

Knowledge: Knowledge of services and supports required by individuals with developmental disabilities; principles and practices of provider training and development; and concepts/practices of group mediation, consensus building, and problem resolution.

Skills: Skill in oral and written communication.

Abilities: Ability to train, provide direction, persuade, recommend, coordinate, and inform services providers, management, and other professionals; instruct adult learners; work under stressful, sometimes confrontational conditions using tact and professionalism; recognize, analyze, and solve complex programmatic problems and arrive at sound conclusions and decisions; know when to seek advice and direction; plan, implement, and evaluate the achievement of program goals and objectives; establish and maintain effective working relationships with a wide variety of stakeholders; and work under minimal supervision.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree (human services preferred) **AND** three years of job-related experience, preferably at least two years in the field of service for people with developmental disabilities.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Quality Improvement Specialist
Position: #14103
Location: Disability Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please outline your human service work experience, in particular to delivering services to persons with developmental disabilities. Please include specific dates, number of individuals served, and supervision received.
2. Please outline your experience in monitoring and evaluating human services programs, in particular for persons with developmental disabilities. Please include specific dates, services monitored, and supervision received.
3. Please outline your experience in teaching or applying the principles of Applied Behavioral Analysis, in particular as it relates to persons with developmental disabilities and/or staff who work with individuals with developmental disabilities. Please include dates, duties, and supervision received.